



QA Manager **Salaried, Exempt**

Job Summary: Responsible for quality assurance programs necessary to manufacture and package dietary supplements. The Quality Manager will oversee various key Quality and Food Safety programs, including sanitation, pest control, as well as all other important projects related to food safety.

Reports To:

- Vice President of Quality

Supervises:

- IQI Lead, IQI Technician, Label Room Supervisor, Label Room Technician, Label Compliance Specialist, QA Labels Specialist, QA Specialist, QA Document Scanner

Essential Functions:

- Oversee and manage the IQI department and provide appropriate directives and guidance to the IQI Team
- Oversee and manage the Label Room and provide appropriate directives and guidance to the Label Room Team
- Create, implement, direct and monitor the inspection and testing criteria or procedures throughout production cycles
- Review statistical studies, technological advances, or regulatory standards and trends to stay abreast of issues in the field of quality control
- Review and update standard operating procedures or quality assurance manuals
- Review quality documentation necessary for regulatory submissions, inspections and customer requirements and expectations
- Instruct staff, vendors or contractors on quality guidelines, testing procedures, or ways to eliminate deficiencies
- Interact with other departments to achieve company goals and fulfill the needs of customers
- Interview, select, hire, train, motivate, evaluate, resolve personnel grievances, or recommend transfers, discharges, or disciplinary measures

Knowledge, Skills, and Abilities:

- Skilled in active listening, reading comprehension, monitoring, time management, managing multiple tasks, following through, and relationship building
- Skilled in monitoring, troubleshooting, critical thinking, process control, time management, following through, serving customers, and active listening

Education and Experience:

- Extensive knowledge of 21 CFR Good Manufacturing Practices
- Knowledge of Quality Assurance management tools, such as CAPA, NCMR, Root cause analysis
- Extensive knowledge of health and environmental and safety systems
- Detailed knowledge of document and change control procedures
- Ability to map processes and write effective Standard Operating Procedures
- Education – degree in Biology, Chemistry, or a Technical field or have equivalent field experience

Work Environment and Physical Demands:

- Must occasionally lift 25 lbs
- Regularly required to stand, walk, lift, and to sit for 4-hour intervals
- Frequent interaction with others
- Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.